

**City Attorney Performance Evaluation Form  
for the time period between July 2018 to July 2019**

This form is to be used **City Attorney's Office staff** in their annual performance evaluation of Jack Bajorek, City Attorney.

After you have completed the form, please submit it to the Administrative Services Director, Karen Borkowski Surine. The Administrative Services Director will share the information from your evaluation with Council while keeping it anonymous. Council will determine Mr. Bajorek's overall performance rating.

Please rate Mr. Bajorek using the following scale and place the appropriate number on the "Rating" line in each category. In completing this form, to emphasize one or more categories in this evaluation, you may use one, two or three stars. (☆)

**5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 – Unacceptable**

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\_\_\_\_\_ Encourages direct reports to make decisions within their purview with minimal involvement, yet maintains general control of operations by providing the right amount of communication to the staff

\_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

\_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the office

\_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

\_\_\_\_\_ Encourages teamwork, innovation, and effective problem solving among the staff members

\_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance

\_\_\_\_\_ Do you feel your ideas are valued by your supervisor

\_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the community

\_\_\_\_\_ Avoids unnecessary controversy

## **NARRATIVE EVALUATION**

What would you identify as your supervisor's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer your supervisor to enhance performance?